

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Medical Appeal

Policy Number: 6.24

Is this policy new, being reviewed/revised, or deleted? New

Date of last revision, if applicable: NA

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Provides a method for students to appeal a withdrawal based on a medical condition or related incident.

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☒ Other, please explain: The verbiage outlining the procedure was located in the Add/Drop policy, which made it very difficult for students to locate. Additionally, the verbiage regarding a “medical withdrawal” was inaccurate.

Please complete the appropriate section:

Specific rationale for new policy: The new policy corrects the verbiage and makes the information more accessible.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Student Medical Appeal

Original Implementation: January 29, 2019

Last Revision: None

Approved medical appeals may be granted for medical conditions that prevent the student from completing the semester. Medical appeals are not intended to shield a student from unsatisfactory progress. Medical appeals will be considered by a committee comprised of the registrar and other appropriate university officials.

The following rules apply:

1. Medical withdrawal requests must be made to the Office of the Registrar within six months of the semester affected by the medical condition.
2. The medical condition must have occurred to the student.
3. Upon receipt of the completed medical appeal, the committee has 30 days to make a decision.

Specific procedures and the appeal form for making an appeal are located at the registrar's office.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Registrar/Controller

Forms: Request for Medical Withdrawal available in the registrar's office

Board Committee Assignment: Academic and Student Affairs Committee